

SARDAR PATEL UNIVERSITY**BBA SEM I EXAMINATION NOVEMBER 18 2013****SUBJECT: COMPANY MANAGEMENT****SUBJECT CODE: UMO1CBBA03****TIME: 2.30 TO 4.30 P M**

Note: Figures to the right indicate marks.

- Q 1(a) Explain the concept of modern office. Also explain the filing system in the office. 8
 (b) Explain the functions of the office. 7

OR

- (a) State the importance of use of computers in office management. 8
 (b) Write note on 'Responsibility of office manager' 7
 Q 2(a) Give meaning, features and merits of a joint stock company. 8
 (b) State the procedure to convert private into public company. 7

OR

- (a) Explain in brief the formation of a private company. 8
 (b) Give meaning and contents of a prospectus. 7
 Q 3(a) State the provisions relating to appointment and qualification of directors. 8
 (b) State the provisions of the Companies Act regarding appointment of Managing Director. 7

OR

- (a) State the duties and powers of the director. 8
 (b) Write note on qualifications of Managing Director. 7
 Q 4(a) Explain the requisites of a valid company meeting. 8
 (b) Write note on (i) Statutory Report and (ii) Special Resolution 7

OR

- (a) What is an 'Annual General Meeting' of a company? State its provisions under the Act. 8
 (b) Write note on (i) Minutes and (ii) Quorum 7